

# 2004 Working Days Calendar



See back side for instructions

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
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January workdays:  
No holidays observed – 22  
1 holiday observed – 21  
2 holidays observed – 20

January holidays:  
New Years – Jan. 1  
ML King, Jr. Day – Jan. 19

February workdays:  
No holidays observed – 20  
1 holiday observed – 19

February holidays:  
President's Day – Feb. 16

March workdays:  
No holidays observed – 23

April workdays:  
No holidays observed – 22

May workdays:  
No holidays observed – 21  
1 holiday observed – 20

May holidays:  
Memorial Day – May 31

June workdays:  
No holidays observed – 22

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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July workdays:  
No holidays observed – 22  
1 holiday observed – 21

July holidays:  
Fourth of July – July 5  
(observed)

August workdays:  
No holidays observed – 22

September workdays:  
No holidays observed – 22  
1 holiday observed – 21

September holidays:  
Labor Day – September 6

October workdays:  
No holidays observed – 21

November workdays:  
No holidays observed – 22  
1 holiday observed – 21  
2 holidays observed – 20  
3 holidays observed – 19

November holidays:  
Veteran's Day – Nov. 11  
Thanksgiving – Nov. 25 & 26

December workdays:  
No holidays observed – 23  
1 holiday observed – 22  
6 holidays observed – 17

December holidays:  
Christmas – Dec. 24  
(observed)  
Boeing break – Dec. 24-31

## 2004 Working Days Calendar Instructions

The Working Days Calendar provides you with a quick count of the number of working days each month. It is important for you to note that the working days shown may vary from your van's actual operation.

The number of working days you'll see on the calendar assumes a 5-day work week schedule. However, groups on alternative work schedules such as "9 80s", "4 10s", "3-Day" or "7-Day" can also use the Working Days Calendar to record each day the van traveled to and from work.

For example, in January, if your van has either New Year's Day or Martin Luther King Jr.'s Birthday off, 1 holiday is observed and the number of working days is 21. If your van has both New Year's Day and Martin Luther King Jr.'s Birthday off, 2 holidays are observed and the number of working days is 20.

You need the number of working days each month to calculate your group's Allowable Miles. You record the Allowable Miles for the previous month in the Mileage section of your Monthly Report. To calculate Allowable Miles, multiply your group's Daily Round Trip Miles figure (your actual round trip miles rounded up to the nearest multiple of 5) by the number of working days for the month.

## Prorating December Fares

Many groups do not operate a full month in December due to extended holidays and vacations. Your group may pay a prorated fixed rate in December. December is the only month in which an active group may pay a prorated fixed rate.

Calculate a prorated December fixed rate as follows:

1. Decide how many days your van will operate in December. Your group must pay for all days that the van travels to work. Record the number of December working days in the "Comments" section of your December report.
2. Find your daily fixed rate on the "Prorated Daily Fares" side of your fare schedule.
3. Multiply the daily fixed rate by the number of days your van will operate in December. This gives you the prorated December fixed rate.
4. To calculate your riders' individual fares, divide your December prorated fixed rate by the number of paying riders in your vanpool.